

E-Exam Student Guide



★
2004
EDITION

E-exam Computer-Based Testing -- taking knowledge testing into the 21st Century
September 2004

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Introduction

Welcome to the E-Exam computer-based testing program!

Your Base Education Office (BEO)/Base Training Office (BTO)/Test Control Facility (TCF) is working with the AF Institute for Advanced Distributed Learning (AFIADL) to bring computer-based testing to the Career Development Course (CDC) and some Professional Military Education courses.

The E-Exam program has been sent to all Test Control Offices (TCOs) that conduct mandatory CDC and voluntary CDC or PME testing. With this 2004 release, 99.9% of CDCs will have tests available in E-Exam. Approximately 8 courses that rely on several printed foldouts have not been converted at this time but will be added to the E-Exam program when they are revised.

We have also added some PME courses in addition to Course 12, Senior NCO Academy. The tests for Squadron Officer College (SOC) and Air Command and Staff College (ACSC) distance learning courses have been added. There are also plans to add Course 1 and Course 6 in the future.

If you are familiar with CerTest, then E-Exam has few, if any, surprises beyond the additional tests that are available.. You probably won't need to review the information in this Student Guide, but it's here if you need it.

For those experiencing the E-Exam program for the first time, this Student Guide is intended to introduce you to the program as well as provide you with instructions on how to take advantage of its features. Taking your CDC end-of-course exam using E-Exam is different from paper tests in several respects. Using E-Exam for your end-of-course exam provides these advantages:

- **No Paper!** Everything is done on the computer so you don't have to fill in answer sheets. You don't have to worry about missing pages or print that you can't quite read clearly. And you don't have to worry about the test not being available when you show up for your test session (well, if the power is out, that's another story . . .)
- **Immediate scoring and feedback:** You get your score when you finish taking your test and you get a print-out of areas needing further study (see page 11). You don't have to wait for your answer sheet to be mailed to AFIADL. You can use this Student Score Report to show you have completed your CDC. This is an unofficial record of your results; the official post card with a score report will be mailed from AFIADL just as it has been for paper tests.
- **Increased efficiency:** The BEO/BTO/TCF has the complete set of available tests on file and neither you nor they have to wait for a test to be mailed from AFIADL. This means if you are TDY to another location, you don't have to wait for a paper test to catch up with you via mail; the test is already available at the TCF so you need only make an appointment to test.

If you're not familiar with E-Exam, take the time to read the guide before starting your test. Just let the Test Proctor know that you need to read the guide first. You will not be penalized for doing so and the time you spend with the Guide will not be deducted from the time allotted for

your testing period. You will still have the same 3-hour maximum testing window that you have for a paper test.

Good luck on your exam!

Please give the Test Proctor any comments about your testing experience so that they can be forwarded to AFIADL.

General Information

Time Limit	You have the same 3 hour session limit as paper tests.
Passing Score	The passing score for all AFIADL CDC exams is 65. Passing scores for PME tests vary and are indicated on the test information screen E-Exam displays when you begin your test.
Tutorial	<i>E-Exam</i> has a tutorial program you may view if you wish. If you decide to take the tutorial, the time used will not be counted as part of the 3-hour time limit.
Familiar Look & Feel	Even though E-Exam is a new program, it retains many of the features you have seen if you have used the CerTest program. You'll find that its look and feel is familiar and reflect the traditional Windows look and functionality that you've used in many other software applications.
HELP!	If you're not sure how to do something, simply use the <u>H</u> elp pull-down menu just like you would in any Windows application. Using <u>H</u> elp will provide the information or instructions on the topic you need help with.
Bookmark	When taking a test, you can choose to bookmark a question and return to it later before you exit the test and have it scored. This allows you the same freedom to return to questions at anytime during the test, just as you can return to questions in a paper test booklet. See page 8 for more instructions.
Moving Within a Test	Another feature you'll appreciate is the scroll bar located in the bottom right-hand corner of the test screen when you're actively taking a test. This allows you to move forward or backward. For example, say you're completing a 60-question test but you'd like to review questions 5, 12, 39, and 52 before you exit and score the test. In this instance, you can quickly review these questions by using the scrolling bar or the bookmark feature. For more information on moving within a test, see page 7.
Program Errors	If a program error occurs, call the Test Proctor to your computer. The proctor will write down the information exactly as it appears on the computer screen, and then contact AFIADL for assistance. If this happens, you will be allowed to retake the test with no penalty and the "aborted" session information will not be sent to AFIADL.
Test Failures	If you fail the test, the Test Proctor will provide you with a printed copy of the "Test Summary" (this shows the learning objective(s) that require further study) (see page 11). The "Test Summary" form is very similar to an AFIADL/ECI Form 9 and serves the same purpose.
Test Interruptions	<p>Your test session should be uninterrupted. However, disruptions occasionally occur. In the event of a fire alarm or other emergency, follow the directions of the Test Proctor and the appropriate emergency response procedures.</p> <p>If there is a power outage, you will be allowed to retake the same test (without penalty) as soon as possible. It is preferable that you do this as soon as the power comes back on. However, if time does not permit, schedule a new session with the Test Proctor/Test Control Officer.</p>

The Way Things Work . . .

You sign up and schedule your testing period the same way you do it for paper-based tests. When you arrive for your test, be sure to have appropriate identification.


Before your Test Session, the Test Control Officer (TCO) or Test Proctor:

- Adds your name to E-Exam.
- Sets up your log-in password for E-Exam.
- Unlocks the Course Exam you will take.

When you Arrive For Your Test:

- The test proctor will provide you with the password you will use during the test session.
- Offer this Student Guide for review.
- Tell the Test Proctor if you want to do the Tutorial before taking your test.

When you're ready to start your test:

- Double-click the E-Exam icon on the desktop to go to the E-Exam log-on screen. Follow the on-screen instructions.
- When prompted, enter your Social Security Number and the password the Test Proctor assigned to you.
- Scroll through the Test List and double-click on the test that has been unlocked for you. An unlocked test does not have the key symbol  next to the test number and title.

Actual test taking is not much different from taking a paper test. You just don't fill in a separate answer sheet and everything is done on the computer.

When you've answered the last question:

- You will be asked if you are ready to EXIT and SCORE the test.
- If you are ready for your test to be scored, ask the Test Proctor to come to your computer BEFORE you answer YES to the question.
- If you are not ready, you can review the questions by using the navigation buttons. When finished, scroll to the last question to reach the Exit and Score point.

After the validation code is entered:

- The test is graded.
- Your score and test summary are shown on the screen.
- The TCO will print and give you a copy of the "test summary."
- The Test Proctor/TCO sends your test results to AFIADL which posts them to student records.

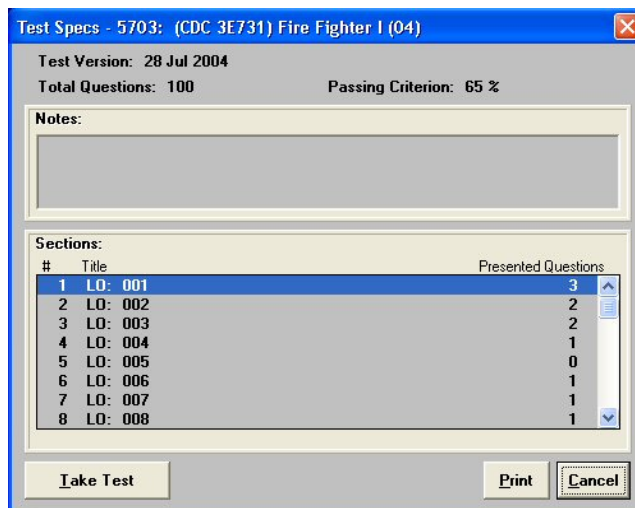
If you fail the test (you wouldn't do that would you?), you will have the opportunity to restudy before taking the final exam a second time. **Normally, the retake is scheduled within 90 days.**

- For **Course 12**, a 30-day remediation period must elapse before a retake is authorized. This means that the earliest date a retake for a Course 12 exam is on the 31st day following the day on which the initial test was given.

You will not be penalized for events beyond your control. If a test session is interrupted, the Test Proctor will print your test summary, document the circumstances that caused the interruption, and notify AFIADL. As stated above, **you will be allowed to retake the test without penalty.**

Navigating E-Exam

When you have completed the SSN and Password blocks and selected OK, the test information screen displays.



Test Specs - 5703: (CDC 3E731) Fire Fighter I (04)

Test Version: 28 Jul 2004
Total Questions: 100 Passing Criterion: 65 %

Notes:

Sections:

#	Title	Presented Questions
1	LO: 001	3
2	LO: 002	2
3	LO: 003	2
4	LO: 004	1
5	LO: 005	0
6	LO: 006	1
7	LO: 007	1
8	LO: 008	1

Take Test Print Cancel

This screen provides you with essential information: The E-Exam Number, CDC number, Course Title, and edition are all shown in the blue area at the top of the screen. For this particular test:

Test Number 5703
CDC Number 3E731
Title Fire Fighter I
Edit Code 04

Below the **Test Specs** block is additional information about the test version, number of questions, and the passing criterion. The **Test Version** is the date the test was created in E-Exam. You need not be concerned with this date. The **Total Questions** line indicates the total number of questions that you must answer for this test. The **Passing Criterion** is the *minimum passing score* for the test. For all CDCs this is set at 65%. It may be different for PME (Course 12, SOC, ACSC, or AWC).

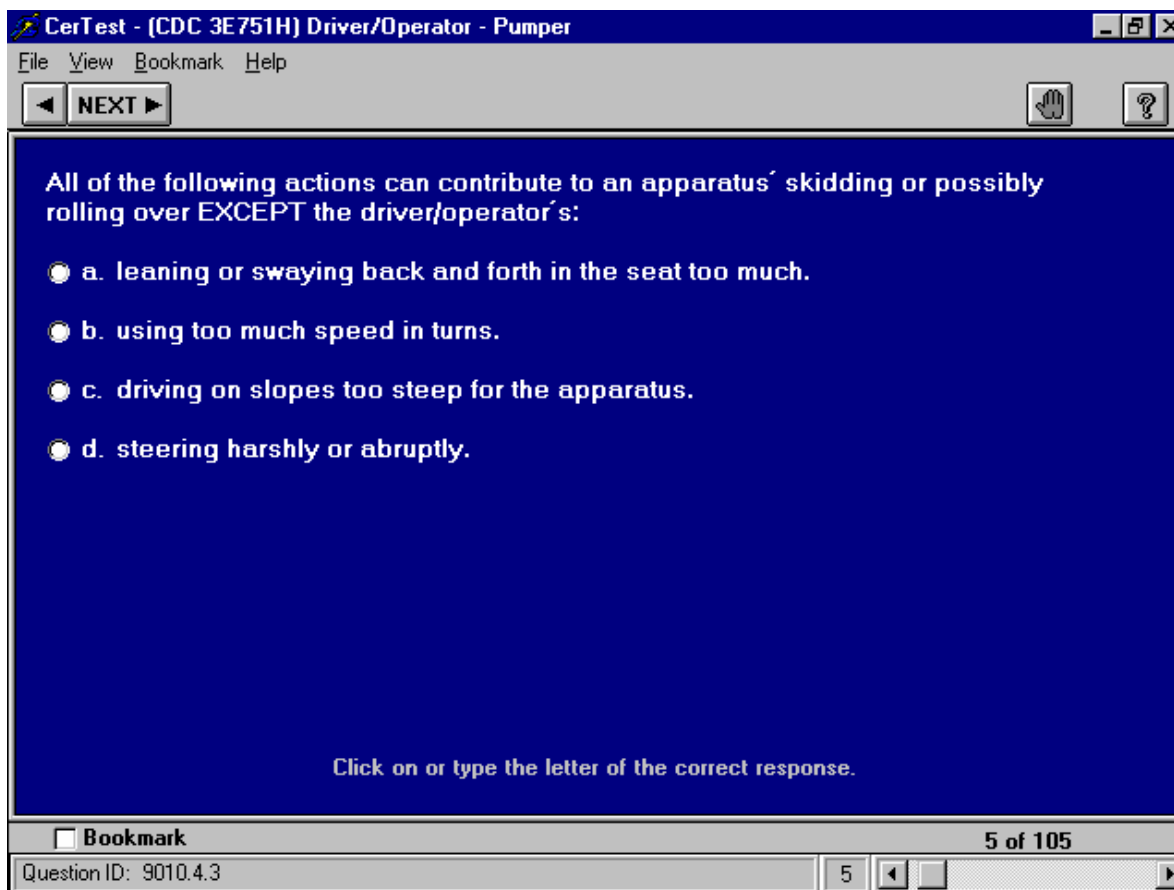
The next block, **Sections**, lists the number of sections in the test. As you can see from the screen, the sections correspond to the learning objectives/lessons (LOs) as they are numbered in your course. The **Presented Questions** column indicates how many questions are presented on the test for that LO. The *slide bar* on the right allows you to scroll up and down the **Sections** list to see the complete list of **Sections** and **Presented Questions**.

At the very bottom of this box are three buttons.

- Selecting **Take Test** starts the test.
- **Print** is disabled in test taking mode.
- **Cancel** closes this screen and returns you to the **Test List** screen.

Sample Question Screen

E-Exam is capable of using several different question types. However, not all of them are used for CDC exams. When you take your CDC exam, you will normally see one question type: 4 answer (option) multiple-choice—the same questions you see on your paper CDC tests. However, like your paper tests, you may see scenarios and/or graphics that are appropriate to the questions. Here is a sample question:







Let's take a look at the three different parts of this screen, starting from the top. The first area contains **Information** and **Navigation** controls.







The blue **Information** box at the top shows the E-Exam program name, the E-Exam test number, the CDC number (in parenthesis), and the Course Name. It also includes the standard Windows icons for minimize, maximize, and close.

The grey area contains the **Navigation** controls. Let's look at the drop down menu options for File, View, Bookmark, and Help.


When you click on **File**, the drop down menu presents one option: *Exit and Score*. Do *not* select this unless all questions have been answered and all bookmarked questions reviewed and answered.

The **View** menu provides two options: *Previous Question* or *Next Question*. This option can be used to move back and forth between questions. The **View** buttons   provide the same functionality as the **View** menu. The  button returns you to the previous question. The  button moves you forward to the next question.

When you reach the last question on the test, the   changes to  .

The **Bookmark** menu allows the current question to be bookmarked. Bookmarked questions can be returned to at anytime during the test or at the end before selecting OK in the Exit and Score box which is displayed after the last question has been answered

The **Help** menu provides access to E-Exam help options. It also has the standard Windows **About** option which displays information about the E-Exam program. In addition to these options, Help also includes an option to **Challenge This Question**.

The **Challenge This Question** option provides a method for you to indicate a question that you believe to be erroneous or invalid for some reason. You may challenge the question by clicking on the  located in the top right-hand corner of the toolbar, or by selecting "Challenge this Question" from the **Help** menu.

The next screen area presents the question and answer selections.

All of the following actions can contribute to an apparatus' skidding or possibly rolling over EXCEPT the driver/operator's:

- ☐ a. leaning or swaying back and forth in the seat too much.
- ☐ b. using too much speed in turns.
- ☐ c. driving on slopes too steep for the apparatus.
- ☐ d. steering harshly or abruptly.

Click on or type the letter of the correct response.

The last area on the screen provides some additional information and an additional navigation tool.



The first block begins with the **Bookmark** notation. If the question has been bookmarked an X will show in the box next to **Bookmark**. When you review Bookmarked questions and answer them, the X is removed from the box next to **Bookmark**.

The numbers at the right side of the block, 5 of 105, indicate how many questions out of the total number of question on the test have been shown. In this case we are looking at question 5 out of 105 for the test. This changes as you move through the test.

The next block begins with **Question ID**. This is how E-Exam identifies the question. The 9010 is the 4 digit E-Exam number of the test in use. The .4 indicates that this is Section 4 of the test. And the .3 indicates that this is the 3rd question in Section 4. If there is a problem with a question, the student or the proctor should write down this **Question ID** number and include it in any information forwarded to AFIADL.


The next box shows how many questions have been presented in this test session. It should match the X of the X of XXX shown just above and to the right.

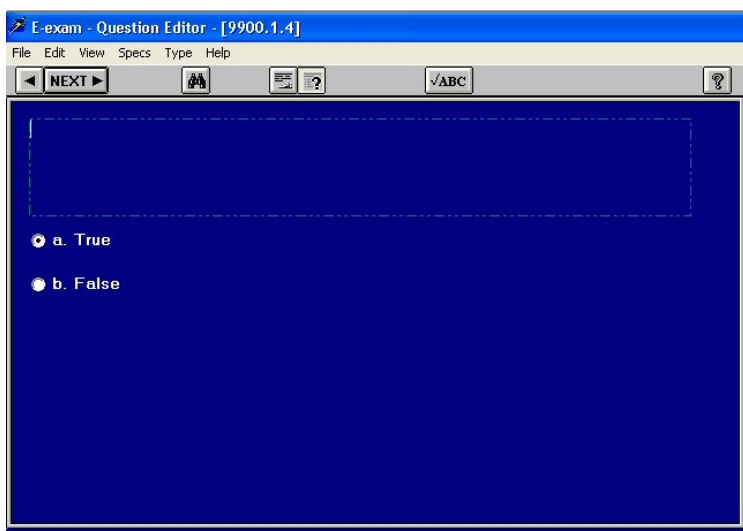
The final section of this is the **Scroll Bar**. The **Scroll Bar**, located in the bottom right-hand corner of the screen, is active during a test session. The **Scroll Bar** moves to the right as additional questions are presented. This **Scroll Bar** can be used to move forward or backward one or more questions at a time. For example, let's say you just completed a 60-question test but you would like to review questions 5, 12, 39, and 52 before you exit and score the test. In this instance, you could quickly review these questions by using the **Scroll Bar**. In this case you would move the **Scroll Bar** to the left and watch the numbers in the X of XXX area change until you reach the question you want to review.


In addition to these navigation features, there are two additional features that are used when a question has a scenario with it.

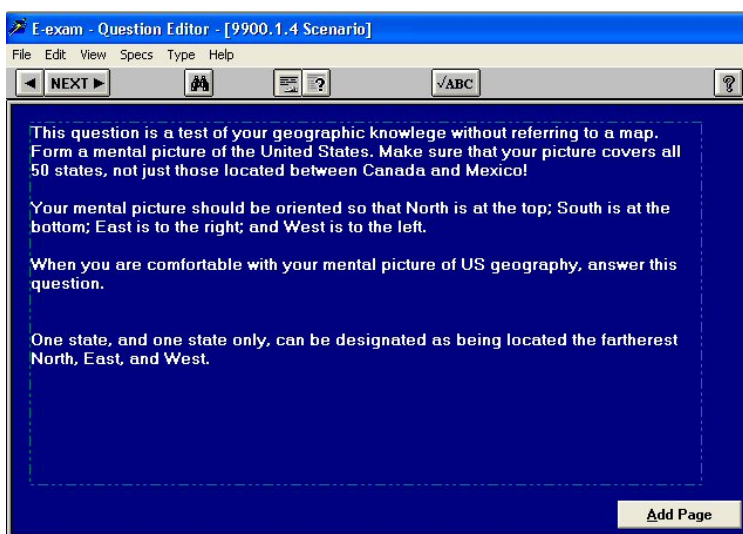
Questions With a Scenario


Questions that use a scenario to present information required in order to answer have some additional information and some additional navigation buttons. If you see a screen displaying answer options but does not appear to show a question, look at the icons at the top of the page.

If  are showing, you have a question that uses a scenario. You need to read the scenario before attempting to answer the question.



Conversely, sometimes the scenario itself is displayed first. Again, check to see if  are showing. If they are, read the current screen before attempting to answer the question.

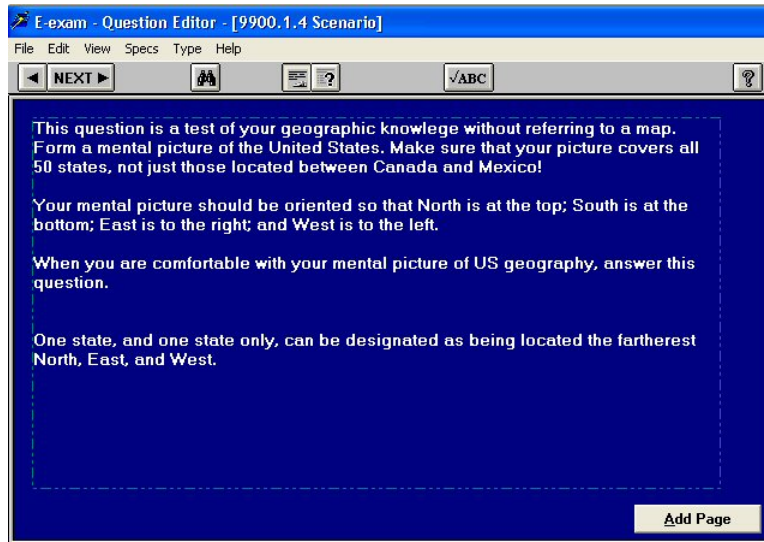


In each of these cases, what you are actually seeing is only part of the scenario/question and answer sequence. When a scenario is used as part of a question, these buttons  appear

in the navigation area at the top of the screen. They are toggle buttons which change the view on the screen. If you see only the answer options (as shown at the top of page 11), just click on this



Scenario button and the view will change to show the scenario:



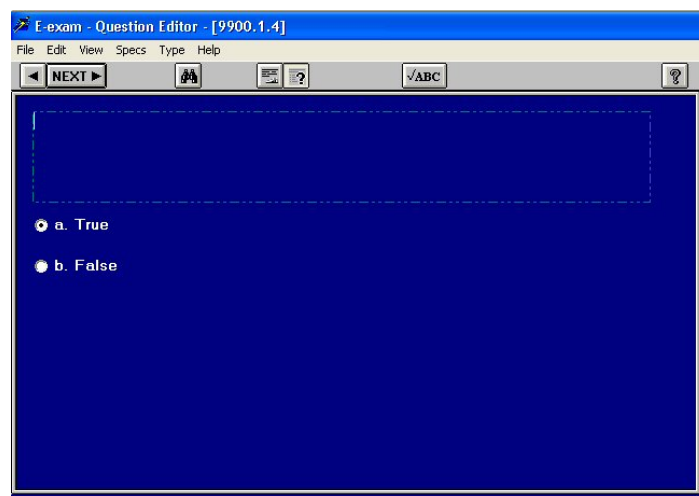
Look at the button in the lower right corner of the **Scenario** page. In this example it is showing **Add Page**. During a test, if there is more than one “page” to the Scenario, the button will read **NEXT PAGE**. Clicking the button will move to the next screen which shows the next “page” of the scenario. If that is the final page, the button will show **PREVIOUS PAGE**.

When you have read all parts of the scenario and are ready to answer the question




screen can be reached by clicking on this button:

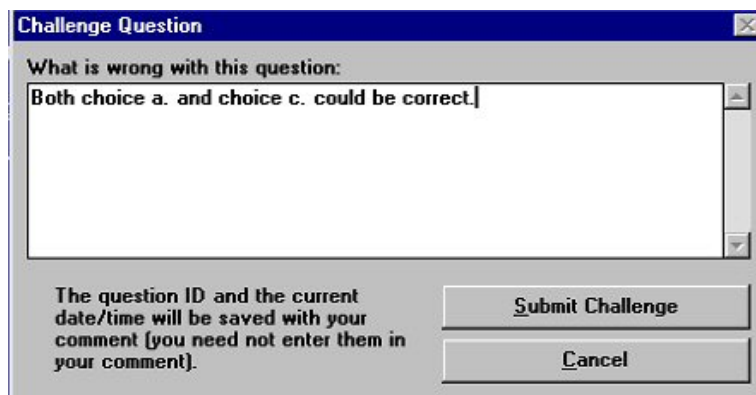
Clicking on the **Question** button changes the view to the question:



Test Question Challenges

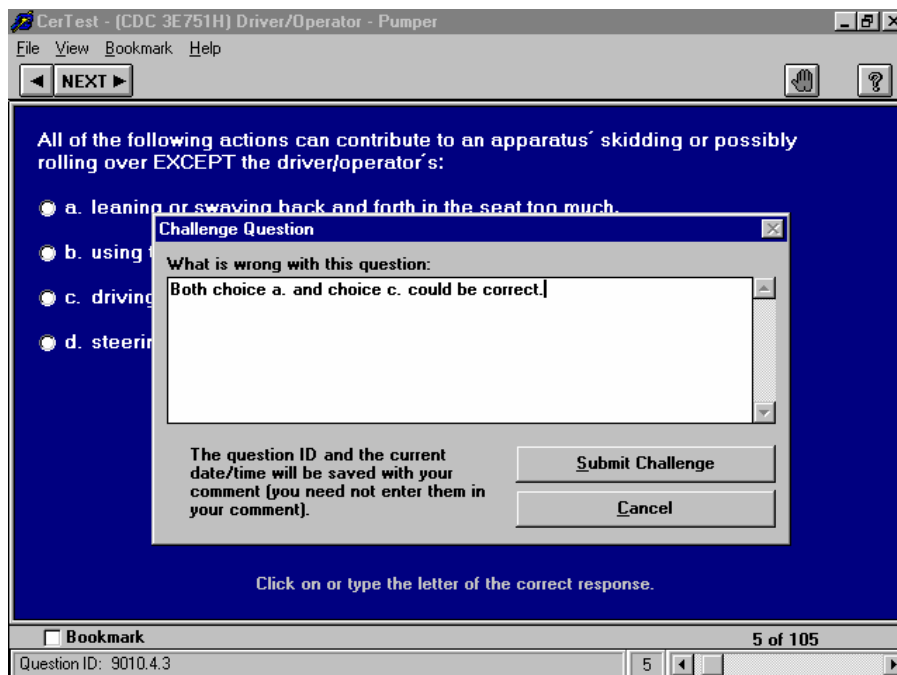
While taking a test, you may find a question that you believe to be erroneous or invalid for some reason (i.e., typo, spelling mistake, missing graphic, ambiguous question, etc.). You may challenge the question by clicking on  found on the top right hand corner of the toolbar, or by selecting **Challenge This Question** from the **Help** menu. This opens a window where you can enter a short description of the error. All question challenges are automatically downloaded and electronically transmitted to AFIADL.

When you click on  or selects **Challenge this Question** from the **Help** menu, the Challenge screen is shown.



The image shows a 'Challenge Question' dialog box. It has a title bar with the text 'Challenge Question' and a close button. The main area contains a text box with the prompt 'What is wrong with this question:' and the text 'Both choice a. and choice c. could be correct.' entered. Below the text box, there is a note: 'The question ID and the current date/time will be saved with your comment (you need not enter them in your comment).' At the bottom right, there are two buttons: 'Submit Challenge' and 'Cancel'.

This screen is shown superimposed on the question for which you are making the challenge.



The image shows the 'CerTest - (CDC 3E751H) Driver/Operator - Pumper' application window. The window has a menu bar with 'File', 'View', 'Bookmark', and 'Help'. Below the menu bar is a toolbar with a 'NEXT' button and two icons: a hand and a question mark. The main area of the window displays a question: 'All of the following actions can contribute to an apparatus' skidding or possibly rolling over EXCEPT the driver/operator's:' followed by four radio button options: 'a. leaning or swaying back and forth in the seat too much', 'b. using', 'c. driving', and 'd. steering'. A 'Challenge Question' dialog box is superimposed over the question, containing the same text box and buttons as seen in the previous image. At the bottom of the application window, there is a status bar with a 'Bookmark' checkbox, the text 'Question ID: 9010.4.3', a page number '5', and a total count '5 of 105'.

NOTE: AFIADL/ECI Form 17 cannot be used to Challenge E-Exam Questions. The Challenge function within the program replaces the Form 17. However, the Form 17 may be used for issues raised after completion of a test session.

Once you have completed the information in the block under ***What is wrong with this question:*** you have the option of selecting either the **Submit Challenge** or **Cancel** buttons.

When **Submit Challenge** is selected, the information included in the challenge block on the screen as well as other identifying information is saved by E-Exam and included with the data transmitted to AFIADL.

If you decide not to challenge the question, selecting **CANCEL** returns to the question screen and you can proceed with answering questions.

How to Move Within a Test

To Move Forward One Question at a Time

- Select 

Or

- Press the Enter key

Or

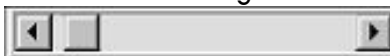
- Select View (from the menu bar at the top of the screen)
- Select Next Question (from the drop down menu)

Or

- CTRL + N

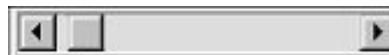
Or

- Click on the right arrow located in the lower right-hand corner of the test screen



To Move Forward One or More Questions at a Time

- Click the right arrow on the horizontal scrolling bar.



Or

- Place the arrow on the scroll bar, hold down the left mouse button, and move the bar to the right.

To Move Backward One Question at a Time

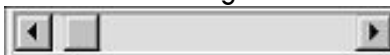
- Select the left arrow icon in the tool bar 

Or

- Select the View (menu bar) and Select Previous Question **or** Press the CTRL + P keys

Or

- Click on the left arrow located in the lower right-hand corner of the test screen.



To Move Backward One or More Questions at a Time

- Select Bookmark (on the menu bar), then select Last Viewed Question

Or

- Drag the horizontal bar in the lower right-hand corner of the test screen to the left.

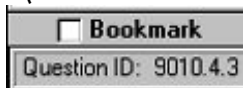


Using the Bookmark Feature

When taking a test, you may choose to mark a question and return to it later before exiting the test and having your results scored.

To Bookmark a Question

- Click on the Bookmark check box (lower left hand corner of the computer screen).



- Name the bookmark or accept the name provided.
- Select OK.
- Select Next to move forward in the test or the back arrow to move backward in the test.

To Return to a Bookmarked Question

- Select Bookmark (located on the menu bar).
- Select the desired bookmark from the drop down list of bookmarks.

To Release a Bookmarked Question

- Click on the Bookmark check box (lower left screen).

NOTE: If you still have questions bookmarked when you choose to Exit and Score a test, a system message appears. This message asks if you want to exit with questions still bookmarked. Answer appropriately based on the information provided in the system message and follow the on-screen directions.

When You Select Exit and Score Your Test

When you reach the end of the test, you will see a SCORE button and this message:

To score this test, the test control officer must input the password. If you are ready to exit and score your test, call the test control officer over to your computer now. Press Cancel to continue reviewing your test.

You must follow the procedures stated in the on-screen message.

If you have unanswered questions:

If for some reason you leave any questions unanswered, you will see this message:

You have left XX questions unanswered. Select OK to exit this test anyway (your unanswered questions will be counted as wrong); or select Cancel to continue working on this test.

Select OK or CANCEL depending on whether or not you want to review the unanswered questions.

If you have bookmarked questions:

If you have bookmarked a question or questions, you will see this message:

You have a bookmarked question. Select OK to exit this test anyway; or select Cancel to continue working on this test.

Select OK or CANCEL depending on whether or not you want to review the bookmarked questions.

Sample Test Summary Information

To maintain test security, *E-Exam* does not provide specific test question feedback. However, just like existing CDC exams, *E-Exam* does indicate the Learning Objective(s) (**LO**) that require further study. The following “Test Summary” information is designed to help students pinpoint the areas that require further study.

Here's how you would use the following printout: Let's say you missed questions in Sections 2 and 3 of the HazMat Awareness test shown below. To pinpoint the areas requiring further study, you'd refer to the HazMat Awareness Level CDC course LO 002 (*Definitions of Hazardous Materials*) and LO 003 (*Classes and Divisions*). The **questions column** tells you how many questions appeared on the test and the **correct column** tells you how many questions you answered correctly in each particular section.

Carruthers, Joe 000-00-0000
9020 – Hazardous Materials Awareness

Test Date: 28 Jan 00
Score: 91%
Criterion: 65%

REVIEW TRAINING STARTED _____ DUE COMPLETION _____ COMPLETED _____
REQUIRED _____
NOT REQUIRED _____

SUPERVISOR'S SIGNATURE

TRAINEE'S SIGNATURE

Section	Title	Questions	Correct
1	LO 001 General	2	2
2	LO 002 Definitions of Hazardous Materials	3	2
3	LO 003 Classes & Divisions	24	20
4	LO 004 HazMat vs. Other Emergencies	2	2
5	LO 005 Occupancies & Locations	2	2
6	LO 006 Container Shapes	3	2
7	LO 007 Marking & Colors	3	2
8	LO 008 NFPA 704	2	2
9	LO 009 Where to Find MSDSs	2	2
10	LO 010 MSDS & Shipping Paper Entries	5	3
11	LO 011 Shipping Papers	2	2
12	LO 012 Locations of Shipping Papers	3	2
13	LO 013 Examples of Clues	2	2
14	LO 014 Limitations of Using Senses	2	1
15	LO 015 Criminal or Terrorist Targets	1	1
16	LO 016 Indicators of Criminal/Terrorist Activity	1	1
17	LO 017 Difficulties Determining Names	2	2
18	LO 018 Sources for Obtaining Names in Transport	2	2
19	LO 019 Sources for Obtaining Names in Facilities	1	1
20	LO 024 Basic Precautions	2	2
21	LO 025 Emergency Medical Care	1	1
22	LO 026 Typical Ignition Sources	1	1
23	LO 027 Harmful Effects of Hazardous Materials	1	1
24	LO 028 Routes of Entry	2	2
Totals:		70	64

Sample Student Record

The Student Record is maintained within E-Exam until purged. Normally you will not need a copy of this information. However, it is available and the TCO/Test Proctor can print a copy for you by request.

This also serves as a backup in case of a data transmission error when your results are sent to AFIADL.

MSgt Carruthers, Joe 000-00-0000

Test	Title	Stat	Score	Date	Atmpts
9001	(CDC 3E731G) Firefighter I				
9003	(CDC 3E751G) Firefighter II				
9005	(CDC 3E751K) Airport Firefighter				
9010	(CDC 3E751H) Driver Operator – Pumper				
9011	(CDC 3E751J) Driver Operator – ARFF				
9012	(CDC 3E751I) Driver Operator – Aerial				
9013	(CDC 3E751L) Driver Operator – Tiller				
9020	(CDC 47201G) Hazardous Materials Awareness	P	91	28 Jan 00	1
9021	(CDC 47202G) Hazardous Materials Operations				
9022	(CDC 47203G) Hazardous Materials Technician				
9023	(CDC 47205G) Hazardous Materials Incident Cmdr				
9030	(CDC 57170G) Fire Officer I				
9031	(CDC 57170K) Fire Officer II				
9032	(CDC 10213G) Fire Officer III				
9033	(CDC 10214G) Fire Officer IV				
9040	(CDC 57170H) Fire Service Instructor I				
9041	(CDC 10412G) Fire Service Instructor II				
9042	(CDC 10413G) Fire Service Instructor III				
9050	(CDC 10311G) Fire Inspector I				
9051	(CDC 10312G) Fire Inspector II				
9052	(CDC 10313G) Fire Inspector III				

P = Passed F = Failed

For official use only. This information is subject to the Privacy Act of 1974.

28 January 2004

E-Exam

